

---

## Appendix C: Incident Response Job Descriptions

---

---

---



**APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS**

Use this appendix for drills, exercises, and real emergencies. Document all actions taken.

The job aids in this appendix are listed below.

<b>General:</b> Student Care: Teacher Responsibilities .....	C-2
Support Staff Responsibilities .....	C-4
Student Support Teams .....	C-4

**Command Section:**

<b>Incident Commander</b> .....	<b>C-5</b>
Safety Officer .....	C-7
Site Facility Safety/Security Check .....	C-8
Public Information Officer .....	C-10
Liaison Officer .....	C-13

**General Staff**

<b>Operations Section Chief</b> .....	<b>C-14</b>
Potential Operations Section Teams .....	C-16
<b>Planning Section Chief</b> .....	<b>C-17</b>
<b>Logistics Section Chief</b> .....	<b>C-18</b>
Logistics Section: Supplies/Facilities .....	C-19
<b>Finance/Administration Section Chief</b> .....	<b>C-20</b>

## STUDENT CARE: TEACHER RESPONSIBILITIES

### Personnel:

All teachers and substitute teachers

### Responsibilities:

#### General:

- Assess the situation and remain calm.
- If the ground is shaking or wind is blowing to the point that glass breakage or other damage to the school poses a risk to students, lead “**drop, cover, and hold.**”
- Calm, direct, and give aid to students. Assist seriously injured students if possible.

#### Lockdown or Shelter in Place:

- If gunfire or explosions are heard, get everyone to lie flat on the floor.
- If shelter in place is activated, follow procedures as described in your school's plan. (Note: These procedures should be in your classroom “Go Kit” as well.)

#### Evacuation:

- Check with your buddy teacher and assist, as necessary.
- Take classroom Go Kit, emergency cards, and roll book.
- Evacuate to emergency assembly area:
  - Check with your buddy teacher and assist or, if necessary, evacuate both classes together.
  - Use the safest route; stay alert for hazards; move quickly and quietly.
  - Close the classroom door, but leave it unlocked for search and rescue access.

#### Assembly Area:

- Instruct the students to sit on the grass or blacktop.
- Take attendance and complete a Student Accounting Form.

One of each pair of buddy teachers must take the accounting forms to the Documentation Unit (at the Command Post).

**STUDENT CARE: TEACHER RESPONSIBILITIES (CONTINUED)****Responsibilities:**  
(Continued)**Remaining Supervising Teacher:**

- Supervise and reassure students.
- Administer first aid as necessary, or send the student(s) to the First Aid area with his/her emergency card.
- Fill out a Notice of First Aid Care form if first aid is given. Retain one copy; attach the other to the emergency card.
- Locate each student's emergency card.
- Keep a record of the location of all students at all times, using the Student Accounting Form.
- Be alert for latent signs of injury/shock in *all* students.

**Student Release:**

- Student runners will bring a form requesting the student.
- Note that the student has left on the Student Accounting Form.
- Send the emergency card and any first aid forms with the student.
- The student will accompany the runner to the release area.
- If a parent demands the child, breaking release procedure, make an appropriate notation describing the incident on the emergency card and store it in the classroom Go Kit. Avoid confrontations.

**Equipment/  
Supplies:**

- Class lists
- Student Information Sheets or Emergency Cards
- First Aid Kit and Classroom Go Kit (if available)
- Forms:
  - Student Accounting Form
  - Notice of First Aid Care
- Clipboard
- Pen or pencil

**SUPPORT STAFF RESPONSIBILITIES**

<b>Personnel:</b>	Librarian Cafeteria Workers RSP SDC Classroom Aides School Volunteers Resource Teachers	Guidance Counselors Maintenance Workers Daycare Providers ROP Curriculum Specialist Deans Custodians
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Follow standard safety procedures.</li> <li>▪ <b>If remaining with the students, follow Classroom Teacher Responsibility guidelines.</b></li> <li>▪ Check in at the Command Post for assignment.</li> <li>▪ Report any known injuries or damage.</li> <li>▪ Use safety equipment and follow directions.</li> </ul>	

**STUDENT SUPPORT TEAMS (OPTIONAL)**

<b>Personnel:</b>	Pre-selected students inserviced on emergency procedures and with parental permission may assist in support roles. Students should never be placed in hazardous or potentially traumatic situations or unsupervised positions responsible for the safety of others.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Report to classroom location for roll call.</li> <li>▪ <i>After</i> roll is taken, check in at the Command Post for assignment.</li> </ul> <p>Possible assignments may include:</p> <ul style="list-style-type: none"> <li>▪ Serving as runners for student release or delivery of written information to or from the Command Post.</li> <li>▪ Assisting in the setup of student release and other response locations.</li> <li>▪ Assisting the Student Care Director by delivering or assembling equipment (e.g., portable toilets and enclosures), distributing water, or acting as information runners.</li> <li>▪ Assisting in recreational activities for students.</li> </ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"> <li>▪ Orange safety vest (if available)</li> <li>▪ Others issued, as necessary</li> </ul>

**COMMAND SECTION: INCIDENT COMMANDER****Responsibilities:**

The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations. Ensure the safety of students, staff, and others on campus. Lead by example: your behavior sets the tone for staff and students.

**Start-Up Actions:**

- Obtain your personal safety equipment (i.e., hard hat, vest, clipboard with job description sheet).
- Assess the type and scope of emergency.
- Determine the threat to human life and structures.
- Implement the emergency plan and hazard-specific procedures.
- Develop and communicate an Incident Action Plan with objectives and a timeframe to meet those objectives.
- Activate functions and assign positions, as needed.
- Fill in the Incident Assignments form.
- Appoint a backup or alternate Incident Commander (as described in the emergency plan).
- Continue to monitor and assess the total school situation:
  - View the site map periodically for search and rescue progress and damage assessment information.
  - Check with chiefs for periodic updates.
  - Reassign personnel, as needed.
- Report (through Communications) to the school district on the status of students, staff, and faculty, as needed (Site Status Report).
- Develop and communicate revised Incident Action Plans, as needed.
- Begin student release when appropriate.
  - ☞ NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the superintendent, except at the request of parent/guardian.
- Authorize the release of information.

**COMMAND SECTION: INCIDENT COMMANDER (CONTINUED)**

<b>Ongoing Operational Duties:</b>	<ul style="list-style-type: none"> <li>▪ Utilize your backup; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.</li> <li>▪ Plan regular breaks for all staff and volunteers. Take care of your caregivers!</li> <li>▪ Release teachers as appropriate and per district guidelines. (By law, during a disaster, teachers become disaster workers.)</li> <li>▪ Remain on and in charge of your campus until redirected or released by the superintendent.</li> </ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"> <li>▪ Authorize deactivation of sections, branches, or units when they are no longer required.</li> <li>▪ At the direction of the superintendent, deactivate the entire emergency response. If the fire department or other outside agency calls an “all clear,” contact the district before taking any further action.</li> <li>▪ Ensure that any open actions not yet completed will be taken care of after deactivation.</li> <li>▪ Ensure the return of all equipment and reusable supplies to Logistics.</li> <li>▪ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.</li> <li>▪ Announce the termination of the emergency and proceed with recovery operations, if necessary.</li> </ul>
<b>Command Post Equipment/Supplies:</b>	<ul style="list-style-type: none"> <li>▪ Campus map</li> <li>▪ Master keys</li> <li>▪ Staff and student rosters</li> <li>▪ Disaster response forms</li> <li>▪ Emergency plan</li> <li>▪ Duplicate rosters (two sets)</li> <li>▪ Tables and chairs (if Command Post is outdoors)</li> <li>▪ Vests (if available)</li> <li>▪ Job description clipboards</li> <li>▪ Command Post tray (pens, etc.)</li> <li>▪ School district radio</li> <li>▪ Campus two-way radios</li> <li>▪ AM/FM radio (battery)</li> <li>▪ Bullhorn</li> </ul>



**COMMAND SECTION: SAFETY OFFICER**

<b>Responsibilities:</b>	The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Incident Commander for a situation briefing.</li> <li>▪ Obtain necessary equipment and supplies from Logistics.</li> <li>▪ Put on a position identifier, such as a vest, if available.</li> <li>▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document: <ul style="list-style-type: none"> <li>▪ Messages received.</li> <li>▪ Action taken.</li> <li>▪ Decision justification and documentation.</li> <li>▪ Requests filled.</li> </ul> </li> </ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"> <li>▪ Monitor drills, exercises, and emergency response activities for safety.</li> <li>▪ Identify and mitigate safety hazards and situations.</li> <li>▪ Stop or modify all unsafe operations.</li> <li>▪ Ensure that responders use appropriate safety equipment.</li> <li>▪ Think ahead and anticipate situations and problems before they occur.</li> <li>▪ Anticipate situation changes, such as cascading events, in all planning.</li> <li>▪ Keep the Incident Commander advised of your status and activity, and on any problem areas that now need or will require solutions.</li> </ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"> <li>▪ When authorized by the Incident Commander, deactivate the Unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.</li> <li>▪ Return equipment and reusable supplies to Logistics.</li> </ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"> <li>▪ Vest or position identifier, if available</li> <li>▪ Hardhat, if available</li> <li>▪ Clipboard, paper, pens</li> <li>▪ Two-way radio, if available</li> </ul>

### SITE FACILITY SAFETY/SECURITY CHECK

<b>Personnel:</b>	Staff as assigned. Work in pairs.
<b>Responsibilities:</b>	Take no action that will endanger yourself.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"> <li>▪ Wear hardhat and orange identification vest, if available.</li> <li>▪ Take appropriate tools, job description clipboard, and radio.</li> <li>▪ Put batteries in flashlight, if necessary.</li> </ul>
<b>Operational Duties:</b>	<p>As you complete the following tasks, observe the campus and report any damage by radio to the Command Post.</p> <p>☞ <b>Remember:</b> If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</p> <ul style="list-style-type: none"> <li>▪ Lock gates and major external doors.</li> <li>▪ Locate, control, and extinguish small fires as necessary.</li> <li>▪ Check gas meter and, <i>if gas is leaking</i>, shut down the gas supply.</li> <li>▪ Shut down electricity only if the building has clear structural damage or if you are advised to do so by the Command Post.</li> <li>▪ Post yellow caution tape around damaged or hazardous areas.</li> <li>▪ Verify that the campus is “locked down” and report the same to the Command Post.</li> <li>▪ Advise the Command Post of all actions taken for information and proper logging.</li> <li>▪ Be sure that the entire campus has been checked for safety hazards and damage.</li> <li>▪ No damage should be repaired before full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life-safety.</li> <li>▪ Route fire, rescue, and police, as appropriate.</li> <li>▪ Direct all requests for information to the Public Information Officer.</li> </ul>

**SITE FACILITY SAFETY/SECURITY CHECK (CONTINUED)**

<b>Closing Down:</b>	<ul style="list-style-type: none"><li>▪ Return equipment and reusable supplies to Logistics.</li><li>▪ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.</li></ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"><li>▪ Vest, hardhat, work gloves, and whistle</li><li>▪ Campus two-way radio, master keys, and clipboard with job description</li><li>▪ Bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools—for gas and water (crescent wrench)</li></ul>

**COMMAND SECTION: PUBLIC INFORMATION OFFICER (PIO)**

<b>Personnel:</b>	Available staff with assistance from available volunteers
<b>Policy:</b>	<p>The public has the right and need to know important information related to an emergency/disaster at the school site <b><i>as soon as it is available.</i></b></p> <p>The PIO acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson. A school site-based PIO should be used only if the media are on campus and the district PIO is not available.</p> <p>News media can play a key role in assisting the school in getting emergency/disaster-related information to the public (parents).</p> <p>Information released must be consistent, accurate, and timely.</p>
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander.</li><li>▪ Identify yourself as the PIO (by vest, visor, sign, etc.).</li><li>▪ Consult with the district PIO to coordinate information release.</li><li>▪ Assess the situation and obtain a statement from the Incident Commander. Tape record it if possible.</li><li>▪ Advise arriving media that the site is preparing a press release and the approximate time of its issue.</li><li>▪ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.</li></ul>

**COMMAND SECTION: PUBLIC INFORMATION OFFICER (PIO) (CONTINUED)****Operational Duties:**

- Keep up to date on the situation.
- Statements must be approved by the Incident Commander and should reflect:
  - Reassurance (EGBOK— “Everything’s going to be OK.”).
  - Incident or disaster cause and time of origin.
  - Size and scope of the incident.
  - Current situation—condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
  - Resources in use.
  - Best routes to the school, if known and if appropriate.
  - Any information the school wishes to be released to the public.
- **Read** statements if possible.
- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid using the phrase “no comment.”
- Remind school staff and volunteers to refer *all* questions from the media or waiting parents to the PIO.
- Update information periodically with the Incident Commander.
- Ensure that announcements and other information are translated into other languages, as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.

**Closing Down:**

- At the Incident Commander’s direction, release PIO staff when they are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**COMMAND SECTION: PUBLIC INFORMATION OFFICER (PIO) (CONTINUED)****Equipment/  
Supplies:**

- Public information kit consists of:
  - ID vest
  - Battery-operated AM/FM radio
  - Paper/pencils/marketing pens
  - Scotch tape/masking tape
  - Scissors
  - School site map(s) and area maps
    - 8-1/2 x 11" handouts
    - Laminated poster-board size for display
- Forms:
  - Disaster Public Information Release Work Sheet
  - Sample Public Information Release
  - School Profile or School Accountability Report Card (SARC)

**COMMAND SECTION: LIAISON OFFICER**

<b>Responsibilities:</b>	The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Incident Commander for a situation briefing.</li> <li>▪ Determine your personal operating location and set it up, as necessary.</li> <li>▪ Obtain the necessary equipment and supplies from Logistics.</li> <li>▪ Put on a position identifier, such as a vest, if available.</li> <li>▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.</li> </ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"> <li>▪ Brief agency representatives on the current situation, priorities, and Incident Action Plan.</li> <li>▪ Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plans.</li> <li>▪ Provide periodic update briefings to agency representatives, as necessary.</li> </ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"> <li>▪ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.</li> <li>▪ Return equipment and reusable supplies to Logistics.</li> <li>▪ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.</li> </ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"> <li>▪ Vest or position identifier, if available</li> <li>▪ Two-way radio, if available</li> <li>▪ Clipboard, paper, pens</li> </ul>

**OPERATIONS SECTION: OPERATIONS SECTION CHIEF**

<b>Responsibilities:</b>	<p>The Operations Section Chief manages the direct response to the disaster, which can include:</p> <ul style="list-style-type: none"><li>▪ Site Facility Check/Security</li><li>▪ Search and Rescue</li><li>▪ Medical</li><li>▪ Student Care</li><li>▪ Student Release</li></ul>
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Check in with the Incident Commander for a situation briefing.</li><li>▪ Obtain necessary equipment and supplies from Logistics.</li><li>▪ Put on a position identifier, such as a vest, if available.</li></ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"><li>▪ Assume the duties of all operations positions until staff are available and assigned.</li><li>▪ As staff members are assigned, brief them on the situation, and supervise their activities, using the position checklists.</li><li>▪ If additional supplies or staff are needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.</li><li>▪ Coordinate search and rescue operations if it is safe to do so.</li><li>▪ As information is received from Operations staff, pass it on to situation analysis and/or the Incident Commander.</li><li>▪ Inform the Planning Section Chief of Operations tasks and priorities.</li><li>▪ Make sure that Operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.</li><li>▪ Schedule breaks and reassign staff within the section, as needed.</li></ul>



**OPERATIONS SECTION: OPERATIONS SECTION CHIEF (CONTINUED)****Closing Down:**

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the Section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**Equipment/  
Supplies:**

- Vest or position identifier, if available
- S&R equipment
- Two-way radio
- Job description clipboard, paper, pens
- Maps:
  - Search and rescue maps
  - Large campus map

## POTENTIAL OPERATIONS SECTION TEAMS

Strike Team	Potential Responsibilities
<b>Search &amp; Rescue Team</b>	<p>Search &amp; Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search &amp; Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and rescue teams are also responsible for:</p> <ul style="list-style-type: none"> <li>▪ Identifying and marking unsafe areas.</li> <li>▪ Conducting initial damage assessment.</li> <li>▪ Obtaining injury and missing student reports from teachers.</li> </ul>
<b>First-Aid Team</b>	<p>First-Aid Teams provide triage, treatment, and psychological first aid services. First-Aid Teams are responsible for:</p> <ul style="list-style-type: none"> <li>▪ Setting up first-aid area for students.</li> <li>▪ Assessing and treating injuries.</li> <li>▪ Completing master injury report.</li> </ul> <p>Note: The Logistics Section Medical Unit provides care to responders. The Operations Section First-Aid Team is dedicated to students or other disaster victims.</p>
<b>Evacuation/Shelter/Care Team</b>	<p>Evacuation, shelter, and student care in an emergency is one of the most important tasks faced by schools. It includes student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Accounting for the whereabouts of all students, staff, and volunteers.</li> <li>▪ Setting up secure assembly area.</li> <li>▪ Managing sheltering and sanitation operations.</li> <li>▪ Managing student feeding and hydration.</li> <li>▪ Coordinating with the Student Release Team.</li> <li>▪ Coordinating with the Logistics Section to secure the needed space and supplies.</li> </ul>
<b>Facility &amp; Security Response Team</b>	<p>The Facility &amp; Security Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Locating all utilities and turning them off, if necessary.</li> <li>▪ Securing and isolating fire/HazMat.</li> <li>▪ Assessing and notifying officials of fire/HazMat.</li> <li>▪ Conducting perimeter control.</li> </ul>
<b>Crisis Intervention Team</b>	<p>Crisis Intervention team:</p> <ul style="list-style-type: none"> <li>▪ Assess need for onsite mental health support.</li> <li>▪ Determine need for outside agency assistance.</li> <li>▪ Provide onsite intervention/counseling.</li> <li>▪ Monitor well-being of school emergency team, staff, and students, and report all findings to Operations Section Chief.</li> </ul>
<b>Student Release Team</b>	<p>Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. Student Release Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Setting up secure reunion area.</li> <li>▪ Checking student emergency cards for authorized releases.</li> <li>▪ Completing release logs.</li> <li>▪ Coordinating with the Public Information Officer on external messages.</li> </ul>

### PLANNING SECTION CHIEF

<b>Responsibilities:</b>	This Section is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Incident Commander for a situation briefing.</li> <li>▪ Obtain necessary equipment and supplies from Logistics.</li> <li>▪ Put on a position identifier, such as a vest, if available.</li> </ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"> <li>▪ <b>Assume the duties of all Planning Section positions until staff is available and assigned.</b></li> <li>▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.</li> <li>▪ Assist the Incident Commander in writing action plans.</li> </ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"> <li>▪ At the Incident Commander's direction, deactivate the Section and close out all logs.</li> <li>▪ Verify that the closing tasks of all Planning Section positions have been accomplished.</li> <li>▪ Return equipment and reusable supplies to Logistics.</li> </ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"> <li>▪ Two-way radio</li> <li>▪ File box(es)</li> <li>▪ Dry-erase pens</li> <li>▪ Large site map of campus, laminated or covered with Plexiglas</li> <li>▪ Forms: <ul style="list-style-type: none"> <li>▪ Emergency Time/Situation Report</li> <li>▪ Sample Log</li> <li>▪ Student Accounting Form</li> </ul> </li> <li>▪ Paper, pens</li> <li>▪ Job description clipboard</li> <li>▪ Tissues</li> </ul>

## LOGISTICS SECTION CHIEF

<b>Responsibilities:</b>	The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Incident Commander for a situation briefing.</li> <li>▪ Open the supplies container or other storage facility.</li> <li>▪ Put on position identifier, such as a vest, if available.</li> <li>▪ Begin distribution of supplies and equipment, as needed.</li> <li>▪ Ensure that the Command Post and other facilities are set up, as needed.</li> </ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"> <li>▪ <b>Assume the duties of all Logistics positions until staff is available and assigned.</b></li> <li>▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.</li> <li>▪ Coordinate supplies, equipment, and personnel needs with the Incident Commander.</li> <li>▪ Maintain security of the cargo container, supplies, and equipment.</li> </ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"> <li>▪ At the Incident Commander's direction, deactivate the Section and close out all logs.</li> <li>▪ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.</li> </ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"> <li>▪ Two-way radio</li> <li>▪ Job description clipboard</li> <li>▪ Paper, pens</li> <li>▪ Cargo container or other storage facility and all emergency supplies stored on campus</li> <li>▪ Clipboards with volunteer sign-in sheets</li> <li>▪ Forms: <ul style="list-style-type: none"> <li>▪ Inventory of emergency supplies on campus</li> <li>▪ Site Status Report</li> <li>▪ Communications Log</li> <li>▪ Message forms</li> </ul> </li> </ul>

**LOGISTICS SECTION: SUPPLIES/FACILITIES**

<b>Responsibilities:</b>	This Unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"> <li>▪ Check in with the Logistics Section Chief for a situation briefing.</li> <li>▪ Open the supplies container or other storage facility, if necessary.</li> <li>▪ Put on a position identifier, such as a vest, if available.</li> <li>▪ Begin distribution of supplies and equipment, as needed.</li> <li>▪ Set up the Command Post.</li> </ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"> <li>▪ Maintain security of the cargo container, supplies, and equipment.</li> <li>▪ Distribute supplies and equipment, as needed.</li> <li>▪ Assist team members in locating appropriate supplies and equipment.</li> <li>▪ Set up the Staging Area, Sanitation Area, Feeding Area, and other facilities, as needed.</li> </ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"> <li>▪ At the Logistics Section Chief's direction, receive all equipment and unused supplies as they are returned.</li> <li>▪ Secure all equipment and supplies.</li> </ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"> <li>▪ Two-way radio</li> <li>▪ Job description clipboard</li> <li>▪ Paper, pens</li> <li>▪ Cargo container or other storage facility and all emergency supplies stored on campus</li> <li>▪ Form: Inventory of emergency supplies on campus</li> </ul>

**FINANCE/ADMINISTRATION SECTION CHIEF**

<b>Responsibilities:</b>	The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. It maintains financial records and tracks and records staff hours.
<b>Start-Up Actions:</b>	<ul style="list-style-type: none"><li>▪ Check in with the Incident Commander for a situation briefing.</li><li>▪ Put on a position identifier, such as a vest, if available.</li><li>▪ Locate and set up work space.</li><li>▪ Check in with the Documentation Clerk to collect records and information that relate to personnel timekeeping and/or purchasing.</li></ul>
<b>Operational Duties:</b>	<ul style="list-style-type: none"><li>▪ <b>Assume the duties of all Finance/Administration positions until staff is available and assigned.</b></li><li>▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.</li></ul>
<b>Closing Down:</b>	<ul style="list-style-type: none"><li>▪ At the Incident Commander's direction, deactivate the section and close out all logs.</li><li>▪ Verify that the closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.</li></ul>
<b>Equipment/Supplies:</b>	<ul style="list-style-type: none"><li>▪ Job description clipboard</li><li>▪ Paper, pens</li><li>▪ Form: Staff Duty Log</li></ul>